



Finance Committee Meeting Minutes

December 9, 2013 7:00PM, Community Room

Tyngsborough Town Hall

Tyngsborough, Massachusetts

Members Present: Robert Mullin, Chairman (RM)
Darryl Wickens, Vice Chair (DW)
Scott Hammer, Secretary (SH)
Chris Mellen (CM)

Members Absent: Paul Morin (PM)

Attendees: Michael Gilleberto, Town Administrator
Nina Nazarian, Assistant Town Administrator
Kerry Colburn-Dion, Finance Coordinator
Therese Gay, Administrative Assistant
Karyn Puleo, Board of Selectman
Robert Jackson, Board of Selectman
Rick Reault, Board of Selectman
Allen Curseaden, Board of Selectman
Corliss Lambert, Board of Selectman

RM made a motion to come into session at 6:59 pm, DW seconded all in favor 3-0-0. CM joined the meeting at 7:00

Correction to 15 July meeting minutes: SH has been appointed as the Finance Committee representative to the Capital Asset Management Committee.

Item 1: Joint Meeting with Board of Selectmen
Fiscal Year 2015 Budget Process - Discussion

Supporting documents: Fiscal Year 2015 Budget Process

The proposed budget schedule was discussed. The plan is for four joint budget review meetings with BOS from January to March 2014.

A question was raised on whether departments with small budgets be exempted from the review process. This may be possible provided department heads will have the opportunity to present their budgets if they wish to.

BOS proposed that the review meetings be done on Monday evenings is possible. FC should be able to support the meetings.

For previous budget years, the FC created the spreadsheet with the process for determining funding allocations between the school department and other municipal departments. Recommendation is that FC will continue to do this.

Recommendations on the free cash policy will be forthcoming. DW recommended that the Free Cash allocations be firmed up prior to the budget process. The Town Administrator plans to provide a proposal prior to the 27 January meeting.

A recommendation was made that the revenue split and free cash allocations be made up front so that the department heads know in advance of preparing their budgets.

Item 2: Adjournment

SH made a motion to adjourn at 7:45 PM, seconded by DW. All in favor 4-0-0.

Prepared by: Scott Hammer, Finance Committee Clerk